

**Forsyth Township Public Library Board Meeting
Tuesday, September 12, 2017
Donna Adams Community Room**

Board Members Present: Donna Adams, Fran Lukkarinen, Linda Buck and Kathy Archibald. A quorum was established.

Board Members Absent: Dwight Sunday and Elizabeth Robbins.

Also Present: Forsyth Township Public Library Director Leslie Makela and Forsyth Township Trustee Liaison to the Library Chris Adams.

1. Call to Order: President Donna Adams called the meeting to order at 3:30 p.m.

2. Approval of Agenda: Motion by Fran Lukkarinen/second by Linda Buck to approve the September 12, 2017 meeting agenda as presented. Motion passed.

3. Public Participation: None.

4. Approval of Minutes: Motion by Kathy Archibald/second by Fran Lukkarinen to approve the August 8, 2017 meeting minutes as presented. Motion passed.

5. Library Director Report:

* Please see written report.

* Leslie reported that a Wi-Fi extender has been installed so that patrons will have Wi-Fi available in the Study Room.

6. Financial Report:

a. July Financials- First Quarter Status:

* Donna reviewed the July Financial report.

* Donna created and reviewed a report to explain the numbers after the concern raised at the August 8, 2017 meeting about the \$17,000.00 difference on the monthly budget reports. Issue has been resolved.

b. Building Status and Current Building Issues – Architect Update:

* No news on the projected date for the installation of the new roof.

* Donna, Fran and Linda will work with Mike Lempinen and John Larson to begin exploring costs for the staff bathroom, counter and rail system for the window seating area, and the exhibit rails for displaying art.

c. Approval of September Bills: Motion by Donna Adams/second by Linda Buck to approve the payment of the September bills in the total amount of \$2,527.41. Motion passed.

d. Status of Donations: Board reviewed the Donations report. Donations as of August 31, 2017 total \$1,905.65.

7. Unfinished Business:

a. Fundraising Update:

* Fran provided an update on the Tea Party on Saturday, October 14, 2017. Tickets are now available for a \$20.00 donation.

* Donna provided an update on the Cookbook.

b. Donation Policy Update- Cost to Modify Website:

* Leslie reported that Jean Montgomery believes she can add a Donations tab to the Menu on the library website if the board so chooses.

*** Motion by Donna Adams/second by Kathy Archibald to approve the Donations Policy as presented. Motion passed.**

Forsyth Township Public Library
Donations Policy

Financial Support

Give the gift of lifelong learning. Tax deductible donations to the Forsyth Township Public Library (FTPL) provide extra help that the library needs to provide our community with reading and learning materials, to connect people with information and inspire a lifetime of learning for people of all ages.

Our programs and services enrich our community by providing individuals with free access to computer technology, books, audio books, movies and magazines. All of these opportunities are made possible through the generous support of people like you.

Your gift helps support:

- Adult and Children's services and programs that entertain, inform and arouse curiosity.
- Enhanced collections of books, audio books and DVDs for all ages.
- Technology upgrades.

We have three categories in which to place a donation: General Support, In Honor of, and In Memoriam.

General Donation: Any donation given in general support of the library. Donations less than \$250.00 will be listed on the library website for a period of one year. General donations over \$250.00 will be engraved on a nameplate and placed in the library.

In Memoriam Donation: For In Memoriam donations less than \$250.00, the deceased's name will be listed on the website for a period of one year, then kept permanently in the files. For In Memoriam donations over \$250.00, the deceased's name will be engraved on a nameplate and placed in the library.

In Honor Donation: For In Honor donations less than \$250.00, the honored name will be listed on the website for a period of one year, then kept permanently in the files. For In Honor donations over \$250.00, the honored name will be engraved on a nameplate and placed in the library.

Due to spacing issues, it may be necessary in the future to rotate nameplates of donors within the library. Nameplates will be retained by the library.

Your monetary donation can be given by mail or in person. The library accepts cash and checks made payable to the *Forsyth Township Public Library*. Send checks to: P.O. Box 1328, Gwinn, MI, 49841.

Taxes

Donors can request a receipt and/or a letter on library letterhead stating the amount of their monetary donation. The library does not set a monetary value on donated items. A letter will be sent (if requested) thanking the donor for the items with the following statement at the bottom:

This receipt may be used for your tax records. Forsyth Township Public Library provided no goods or services in exchange for your contribution.

It is up to the donor to set a monetary value to donated items when completing their taxes.

Donations of Reading Material

The Forsyth Township Public Library is happy to accept donations of certain materials. Please limit donations to no more than one box/bag full per donor at a time unless prior arrangements have been made with the Library Director.

What We Accept:

- Adult and children's fiction and non-fiction books in like new or great condition,
- Audio visual material in good working order: books on CD, DVDs & Blu-ray,
- Annually updated books published within the last 3 years (i.e. World Almanac, Fodor's travel guides, medical reference)

What We Do Not Accept:

- Damaged or Dirty items or items with an odor,
- Advance Reading Copies or Professional Review Copies,
- Out-of-date reference materials, textbooks, and popular travel books,
- VHS or cassette tapes,
- Non-factory manufactured items such as homemade DVDs or CDs,
- Music CDs,
- Readers Digest Condensed books, Harlequin-like book series, Encyclopedias

Adopted September 12, 2017

c. Superiorland Cooperative Report: Donna explained the concern over the Cooperative's liability to MERS – the retirement plan for their employees and how it could affect the library in the future.

8. New Business:

a. Review Internet Policy: Tabled until October 10, 2017 board meeting.

b. September/October Activity Calendar: Schedule of library activities reviewed.

c. Resignation of Elizabeth Robbins, Trustee:

*** Motion by Donna Adams/second by Fran Lukkarinen to accept the resignation of Elizabeth Robbins as Secretary and Library Board Trustee effective November 1, 2017. Motion passed.**

* Letters of Interest from candidates interested in the vacancy will be due no later than 7:00 p.m. on Wednesday, October 4, 2017. Letters will be provided for review by board members on Thursday, October 5, 2017 with a candidate chosen at the October 10, 2017 regular board meeting.

d. Usborne Books- Fundraiser: Leslie explained the process of having Lacey LaCosse, an independent representative of Usborne Books host a book sale to earn free children's books for the library. Consensus of the board to proceed with a fundraiser with dates to be provided at the October meeting.

9. Public Participation: Chris Adams suggested some local businesses to solicit for funds in the future by the fundraising committee.

10. Board Member Comments: None.

11. Adjournment: President Donna Adams adjourned the meeting at 4:20 p.m.

The next regular library board meeting is scheduled for Tuesday, October 10, 2017 at 3:30 p.m. in the Donna Adams Community Room.

Note: To help ensure a quorum at the next meeting, please call Library Director Leslie Makela at 346-3433 to let her know if you are unable to attend.

Respectfully Submitted,

Leslie Makela, Library Director

Elizabeth Robbins, Secretary